

## **MINUTES**

### **UTAH ARCHITECT LICENSING BOARD MEETING**

**December 7, 2001**

**Room 428 – 4<sup>th</sup> Floor – 9:00 A.M.  
Heber Wells Building**

**CONVENED:** 9:00 A.M.

**ADJOURNED:** 12:15 P.M.

**Bureau Manager:  
Board Secretary:**

Lynn J. Bernhard II  
Karen McCall

**Board Members Present:**

Kenneth J. Naylor, Chairperson  
Timothy F. Thomas  
Jon C. Heaton  
William C. Miller  
Jill A. Jones

**Guests:**

Craig Jackson, Division Director  
Ray Walker, Division Legal Counsel  
Michael Thomson, IDP Committee Chairperson

#### **TOPICS FOR DISCUSSION**

#### **DECISIONS AND RECOMMENDATIONS**

##### **ADMINISTRATIVE BUSINESS:**

Read and Approve the April 26, 2001 minutes.

Mr. Miller made a motion to approve the minutes as read. Mr. Thomas seconded the motion. **The board vote was unanimous.**

##### **NEW BUSINESS:**

##### **APPOINTMENTS:**

**9:30 A.M.**

Marvin Ulrich

Mr. Ulrich met for the probationary interview. Mr. Ulrich submitted a request for Bernardo Flores-Sahagun, an independent architect in the same offices as Mr. Ulrich, to act as a supervisor for Mr. Ulrich. Mr. Ulrich submitted a copy of the court documents of completion of probation, a list of clients and projects

and a verbal request for the 90 days revocation of license time to count toward the last 90 days of the probationary period.

**Mr. Miller made a motion to accept Mr. Flores-Sahagun as supervisor. Mr. Thomas seconded the motion. The board vote was unanimous.**

**The board determined that the request for the 90 day revocation of license counting toward 90 days early termination of probation was a mute point based on the language in the stipulation and order and on the fact that the 90 days has already passed. The board suggest Mr. Ulrich submit a formal request for early termination of probation when the time for termination is closer. Mr. Ulrich was requested to be sure the civil probation officer continues to submit reports.**

**10:00 A.M.**  
Gordon Jacobson

Mr. Jacobson did not appear for the probationary interview.

**The board requested Mr. Jacobson be invited to the next scheduled board meeting.**

**10:15 A.M.**  
Gary Acord

Mr. Acord met for the probationary interview. Mr. Acord submitted documentation of completing the required courses of Building Accessibility and Usability and Means of Egress. Mr. Acord requested guidance for the required ethics course.

**Mr. Thomas made a motion that Mr. Acord is currently in compliance and approved the attendance at the May AIA Convention to meet the stipulation and order requirement of an ethics course. Mr. Miller seconded the motion. The board vote was unanimous. The board requested Mr. Acord to meet again in 6 months.**

## **CORRESPONDENCE:**

### NCARB Correspondence

The board reviewed the following NCARB Correspondence:

1. 2001-2002 Member Board Requirements Chart. **No action taken.**
2. News Clips. **No action taken.**
3. ARE Direct Registration Information. **No action taken.**
4. 2001-2002 NCARB Roster, Rules of Conduct, Education Standard, Legislative Guidelines and Model Law, Model Regulations, Handbook for Interns and Architects. **The board recommended adoption of the 2001-2002 Rules of Conduct.**
5. ARE Statistical Report. **No action taken.**
6. NCARB revocation of David Richard Priest. **No action taken.**
7. 2001-2002 IDP Guidelines. **No action taken.**
8. Annual Meeting and Conference Report. **No action taken.**

### Harlan R. Faust Letter and Information

The board reviewed Mr. Faust's notification of Iowa disciplinary action, revocation of license based on failure to comply with continuing education requirements and reinstatement after documenting completion of CE requirements. **No action taken.**

### California Architects Board Information

The board reviewed the 2001 California Strategic Plan. **No action taken.**

## **DISCUSSION ITEMS:**

### Division Update

The board was notified of Mr. Fairhurst's retirement. Mr. Bernhard was introduced as the new bureau manager. **Board members welcomed Mr. Bernhard.**

### Direct Registration for ARE and Education Requirements

The board discussed the process of registration if an individual has a foreign education. **Mr. Bernhard explained that, by rule, the foreign education person must either have the NAAB accredited program or must have a comprehensive report prepared by EESA stating that the foreign education program is equivalent to the NAAB accredited education program or must have a current NCARB council record. Upon**

**documenting one of the 3 educational choices, the person may then apply to NCARB to take the ARE examination.**

#### NCARB Committee Information

Mr. Naylor encouraged board members to volunteer to serve on an NCARB and/or WCARB Committee. Mr. Naylor, Mr. Miller and Mr. Thomas are currently serving on committees. **No further action taken.**

#### Disciplinary Actions

Mr. Bernhard stated that all disciplinary actions are on the web site, a hard copy is sent to all who have subscribed to receive one. The state and national associations are the primary subscribers.

**The board requested the process of disciplinary actions be further discussed at the next scheduled board meeting.**

#### Board Involvement

The board expressed a desire to be more involved in issues regarding disciplinary stipulations and orders and in the complaint process.

Mr. Bernhard responded that a board member could be consulted regarding disciplinary cases. The board member would advise the Division regarding the case. That board member would be recused if there was a hearing.

**The board concurred.**

**The board requested Wayne Jeppson be invited to the next scheduled board meeting to report on current investigations and the investigation process.**

#### Education and Enforcement Fund

Mr. Bernhard reported that the current fund balance is about \$50,000.00. Mr. Bernhard requested suggestions for valid expenditures. Mr. Bernhard also discussed transferring a portion of the fund into an interest bearing account.

**The board requested Mr. Bernhard to research transferring funds and to report at the next scheduled board meeting.**

**The board recognized Mike Thomson, IDP Committee Chairperson.** Mr. Thomson submitted a

proposal and request for education and enforcement funds to conduct a seminar for training interns and firms on the Intern Development Program.

**The board accepted the proposal and deferred recommendation of allocations to the next scheduled board meeting.**

**The board requested a copy of the board minutes where the board recommended no education and enforcement fund surcharge for the 2002-2004 renewal period.**

#### Public Meetings Act

Mr. Bernhard discussed the guidelines in the public meetings act. The list of reasons to close a meeting and the formal process to close and reopen a meeting were reviewed. **No action taken.**

#### WCARB Meeting

Mr. Naylor reported that the WCARB meeting will be held in May. **Mr. Bernhard was requested to attend and Mr. Naylor and Mr. Thomas volunteered to attend.**

#### Newsletter

The board expressed a desire to have a published newsletter. **The board requested Ms. Arensmeyer be invited to a meeting to discuss the newsletter.**

#### 2002 Board Meeting Schedule

**The board set the following Friday dates for the 2002 board meeting schedule: March 8, May 10, July 12, September 6 and November 1, 2002.**

#### **NEXT MEETING SCHEDULED FOR:**

March 8, 2002

**MEETING ADJOURNED AT:**

12:15 P.M.

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Date Approved

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Chairperson, Utah Architect Licensing Board

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Date Approved

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Bureau Manager, Division of Occupational &  
Professional Licensing